



City of Morgan Hill  
Seeks an Enthusiastic Individual for the Position of

## SKATE/BMX PARK ATTENDANT

### POSITION DESCRIPTION

The Skate Park Attendant is responsible to oversee and manage the operations and activities/events at the City's Skate Park.

### ESSENTIAL DUTIES

- Responsible for opening and closing the skate park on a daily basis.
- Provide a high level of customer service.
- This position requires an understanding of the sports of skateboarding and BMX .
- Monitor participants' behavior ensuring compliance with park rules and regulations by checking users in and periodically walking through the facility.
- Provide department information to facility users.
- Responsible for cleanliness of park and area surrounding the park. Assist in maintenance of the facility.
- Process entry fees, activity registrations, memberships and concession sales through the use of computer software. This includes the handling of cash transactions.
- Assist with skate park office related functions including the completion and collection of forms, logs, and reports.
- Perform routine inspections of the skate park and surrounding areas to maintain cleanliness and safety.
- Operate audio-visual equipment.
- Notify supervisor regarding any problems or repairs needed to equipment or facilities. Notify supervisor of any accidents, incidents or injuries.
- Respond to critical incidents and act swiftly in emergency situations.
- Ability to administer basic first aid as needed; determine if medical assistance is necessary and ensure medical professionals are contacted in a timely manner.
- Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

Must be able to work independently, often with limited/no supervision or direction; adhere to safety procedures, practices and policies of the Skate Park, Centennial Recreation Center and the City of Morgan Hill; establish and maintain effective working relationships with staff and the general public; communicate effectively, orally and in writing; have basic math operations such as addition, subtraction, multiplication and division; have and maintain current First Aid and CPR certification

**Education:** Graduation from high school or GED equivalent.

**Experience:** Previous experience working with diverse user groups. Past experience as a participant in BMX or skateboarding is desirable. Previous experience in the enforcement of rules is preferred.

**Special Requirements:** Position requires availability of 12 - 20 hours per week. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays. Must be able to lift boxes and other objects weighing up to 50 pounds;

### SALARY

This is a part-time position without benefits. The salary range for this position is \$10- \$12 per hour.

### APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill  
17575 Peak Avenue  
Morgan Hill, CA 95037

For additional information, contact Nick Calubaquib, Recreation Manager at 408-782-2128. Applications are available at Morgan Hill City Hall, 17575 Peak Ave., Morgan Hill, 95037 or can be downloaded at

<http://www.morganhill.ca.gov/forms.aspx?FID=125>.